



EMPLOYMENT OPPORTUNITY

Conservation Project Manager

Employer:	Napa County Resource Conservation District
Work Location:	Napa, California
Status:	Full-Time, Exempt (1.0 FTE)
Annual Salary Range:	\$83,508 - \$101,563 (dependent on experience)

Napa County Resource Conservation District (Napa RCD) is hiring a **Conservation Project Manager** (Project Manager) to support exciting growth in Napa RCD's Forest Health program and broader natural resource management goals. The Project Manager will be an important resource to community members and partners, managing collaborative planning and implementation projects in Napa County and the broader region to create more resilient forests and wildlife habitat.

Organizational Background and Mission:

Napa County Resource Conservation District (Napa RCD) is a non-regulatory local government agency founded in 1945 to help our community take care of the land, water, soil, and wildlife on which we all depend. Napa RCD supports conservation goals through community engagement, education, technical assistance, and scientific research. We use voluntary, cooperative, and scientifically-sound methods to ensure that the natural resources of our region are sustained, restored, and protected. We are a multidisciplinary team of fifteen conservation scientists, outreach, and administrative professionals, and are co-located with the county field office of the USDA Natural Resources Conservation Service (NRCS). The Napa RCD Board of Directors is composed of seven individuals who oversee a \$8.5M annual operating budget that is mostly grant and contract funded. Learn more about us here: <http://naparcd.org/>

Position Summary:

The Project Manager will provide technical expertise to the community with the goal of improving forest health, wildlife habitat, and watershed function, facilitating wildfire and climate resilience, and empowering sustainable natural resources management. The immediate focus area for this position is creating more resilient forests across urban and rural landscapes, but other focus areas may emerge over time, such as climate action and adaptation as well as stream restoration. The ideal candidate is an experienced project manager and communicator who is passionate about creating opportunities for community members to participate in stewarding our shared resources.

The Project Manager will work closely with other Napa RCD staff and a range of partners during the design and delivery of projects. The Project Manager will report to the Forest Health program's Principal Program Manager. This is a full-time position that requires onsite presence. We offer a flexible 9/80 schedule option, upon request, and are open to discussing the possibility of partially remote work in the future.

What You'll Get to Support:

- Managing planning and implementation projects at a variety of scales in collaboration with a range of partners (public and private), such as:

- Projects aimed at creating a healthier urban tree canopy, with climate resilience, biodiversity, and equity goals in mind. This includes:
 - Planning and implementation urban forestry projects (e.g., identification and prioritization of project sites, development of site-specific planting and stewardship plans, developing environmental review documentation and securing permits, overseeing project implementation and monitoring).
 - Developing and delivering educational programming that empowers community-led stewardship (e.g., educational resources, workshops, demonstration projects).
- Developing county-wide and regional plans that facilitate project identification, prioritization, planning, and implementation. This includes:
 - The development and maintenance of a Regional Priority Plan for the Inner Coast Collaborative, a regional partnership focused on improving forest health and wildfire resilience across Colusa, Lake, Napa, Solano, Sonoma and Yolo counties (<https://naparcd.org/forest-health/icc/>).
 - The development of a Napa County Forest and Habitat Health Strategy, which will support planning and prioritization of local forest health and restoration projects.
- Managing communications and project-related activities with partners, funders, consultants, and subcontractors, including providing oversight of activities carried out by consultants and subcontractors.
- Developing and maintaining a monitoring protocol for Napa RCD's Forest Health program.
- Utilizing GPS and ArcGIS tools to prepare maps, technical documents, and other materials.
- Providing technical assistance to land managers and assisting them with securing funding through financial assistance programs.
- Representing Napa RCD at meetings and events.
- Managing project budgets, invoicing, and reporting.
- Assisting and leading on funding proposals for future projects.
- Performing other related duties as assigned.

Minimum Required Qualifications:

- Three (3) or more years of experience planning conservation, restoration, or stewardship projects, with an emphasis on urban forestry, landscape ecology, or arboriculture preferred.
- Bachelor's degree or coursework in environmental science, environmental planning, urban forestry, landscape ecology, natural resource management or related field, or work experience that provided similar foundational knowledge.
- Valid driver's license and good driving record.
- Must successfully complete a background check.
- Desire to embrace the mission of the Napa RCD, including a commitment of diversity, equity, and inclusion.

Work Environment & Physical Requirements:

Work hours are generally 8 A.M. to 5 P.M. from Monday through Friday, however, some work on weekday nights and weekends will be required. The Napa RCD office is in Napa, California. Local travel within Napa County will be required, with occasional regional travel as needed. Work is performed in indoor and outdoor settings including:

- A professional office environment that includes operation of standard office equipment such as computers, tablet devices, phones, copiers and printers, calculators, and filing cabinets.
- Field settings that include various terrains, and hot, cold, and wet conditions.

The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, and use repetitive motions. The visual capacity to review and edit documents, and the ability to frequently remain in a stationary position, operate a computer and other standard office equipment, and converse by telephone and in person. Ability to occasionally lift and/or move up to 50 pounds. Ability to work outside on uneven terrain in all weather conditions.

Compensation and Benefits:

Position Title: Conservation Project Manager

Status: 1.0 FTE. This at-will position is fully funded for one year, and continued employment is contingent on additional funding. Continued funding is expected.

Reports to: Principal Program Manager, Forest Health

Salary Range: \$83,508 - \$101,563 annually commensurate with applicable experience and professional qualifications.

Benefits: Napa RCD's full-time employees receive paid holiday, sick, and vacation leave, CalPERS retirement benefits, fully employer-paid health, dental, life, and long-term disability insurance plans, cell phone stipend, and access to a voluntary deferred compensation program.

To Apply:

[Please use this link to apply.](#)

Your application should include:

- **Resume:** Your most recently updated resume.
- **Cover letter.** This is your opportunity to share why you are interested in and qualified for this position. Share anything that isn't easily understood from your resume.

Application Deadline: Open until filled. First screening deadline is June 18, 2024.

Napa RCD believes in creating a more equitable playing field for applicants and values the depth of relevant skills built through education, work, and life experiences. If you feel your background and skills are suited for this position, you are strongly encouraged to apply. As an Equal Opportunity Employer, Napa RCD strongly encourages applications from those who self-identify as coming from historically marginalized populations and communities.